



DEB Notice 030122

(Effective: 03/01/2022)

2021 Edition - Construction & Professional Services Manual - Revision 1

I. Purpose of this Notice:

The purpose of this notice is to announce the issuance of Revision 1 of the 2021 Edition of the Construction and Professional Services Manual (CPSM) and to summarize the changes which have been incorporated since Revision 0 of the 2021 Edition was issued on 07-15-21.

This and other recent editions of the CPSM are available on [DEB's website](#) for viewing or download.

II. Summary of Changes

The changes incorporated into Revision 1 of the 2021 Edition of the CPSM are as follows:

A. Chapter 3 – Architectural and Engineering Services

Procurement Procedures for Professional Services

Added Sections 3.1.1.2.1 and 3.1.1.3.1 for Delegated Design.

B. Chapter 4 – Code and Technical Requirements for All Buildings on State Property

Accessibility Clarifications

Revised Section 4.2.2.8 Employee Work Areas for all spaces and elements, consistent with 2010 ADA Standards.

Accessibility Clarifications

Revised Section 4.2.2.12.1 Identification of Accessible Parking Spaces to measure from the parking surface for consistency.

Baby Changing Facilities in State-Owned or Leased Buildings

Clarified Section 4.4.3 minimum quantity of baby changing facilities required, and added language for requesting an exception to providing baby changing facilities in buildings that serve programs that are both secure and do not permit children under the age of 30 months as visitors.

Building Official Inspections

Revised Section 4.20.6 for method of notifying DEB to schedule a building official inspection.

C. Chapter 5 – Project Submittal Standards

General

Revised Section 5.0 for A/E design responsibility and use of Delegated Design.

General Requirements for Drawings

Revised Section 5.2.3.1 and also Appendix S to clarify that sets should be organized into volumes of no more than 200 sheets each.

Specification Standards

Added list to Section 5.3.3 of information required in Project Manual for projects utilizing Job Order Contracting.

Added reference in Section 5.3.3 to Section 7.4.5 for JOC forms specific to Job Order Contracting contract procurement.

Restrictive Specifications and Performance Requirements

Revised Section 5.3.12.3 for prequalification of subcontractors for special systems.

Design Initiations / Pre-Design Conference

Added Delegated Design to sample topics for discussion in Section 5.5.

Project Submission Requirements

Added VUSBC Part (Part I VCC or Part II VEBC) and work classification for Part II to list of information in Sections 5.7.2.9.1 and 5.8.6.2 required on Title Sheets.

Added statement regarding exception to providing Baby Changing Facilities (if applicable) to list of information in Sections 5.7.2.9.1 and 5.8.6.2 required on Title Sheets.

Added Delegated Design List to information in Sections 5.7.2.9.1 and 5.8.6.2 required on Title Sheets

Preliminary Structural Drawings

Revised Section 5.7.2.9.6(1) for seismic criteria required.

Preliminary Plumbing, HVAC, and Electrical Floor Plan Drawings

Revised Sections 5.7.2.9.17, 5.7.2.9.18, and 5.7.2.9.19 to include space numbers on floor plans, consistent with Architectural floor plans.

Working Drawing Structural Drawings

Revised Section 5.8.6.7(2) for seismic criteria required.

Applied Fire Resistant Materials

Revised Section 5.8.6.9.10 Items 5 and 6 for minimum distance of sprayed-on fireproofing from juncture of members.

Working Drawing Plumbing, HVAC, and Electrical Floor Plans

Revised Sections 5.8.6.10, 5.8.6.11, and 5.8.6.12 to include space numbers on floor plans, consistent with Architectural floor plans

Project Submission Requirements

Added Dept. of Health and The Joint Commission to Figure 5.11.2 Other Documents Submissions for Medicare / Medicaid funded facilities.

D. Chapter 6 – Design & Procurement Criteria, Policies & Guidelines

High Performance Buildings Act - Design

Moved and revised paragraph from Section 6.1.3.1 to Section 6.1.3 addressing sections of VEES where compliance cannot be achieved.

General Design Standards

Added Section 6.1.6 for Clarifications to Climate Zone for State-Owned Buildings and Buildings on State-Owned Property.

Building Automation Systems Design and Procurement

Added Section 6.15.4 for Outdoor Air Flushing Sequence of Operations.

E. Chapter 7 – Construction Procurement and Administration

Small Business Set Asides

Revised Section 7.0.6.1 for construction costs and small business set aside requirements.

Bonds and Builder's Risk Insurance Valuation

Added Section 7.0.7.3 for Builder's Risk Insurance.

Small Project Procurement Procedures

Clarified Sections 7.1.1.1 and 7.1.1.2 for procurement of minor construction.

Job Order Contracting

Reorganized Section 7.4.5 to identify JOC forms used for JOC term contract procurement and project specific JOC forms that are to be included in the Project Manual for a project job order. Corrected links to JOC forms, and deleted form CO-9aJOC. Added reference to this section from Section 5.3.3.

Level of Authority

Added statement to Section 7.5.3.3.1 for Institutions of Higher Educations' application of the statute for the payment of prevailing wages.

F. Chapter 8 – Capital Outlay Planning and Project Approval

Value Engineering Utilization Report:

Revised Section 8.8.2.2 to clarify Reporting Frequency.

Construction Management and Design-Build Procurement Review Report

Added Section 8.8.3 for Reporting Requirement, Reporting Frequency, and General Instructions.

Completed Capital Projects Report

Added Section 8.8.4 for Reporting Requirement, Reporting Frequency and General Instructions.

Annual Permit Activity Report

Added Section 8.8.5 for Reporting Requirement, Reporting Frequency and General Instructions.

State One and Two Family Dwelling Inspection Report

Added Section 8.8.6 for Reporting Requirement, Reporting Frequency and General Instructions.

VEES Energy Report

Added Section 8.8.7 for this mandatory VEES reporting requirement.

G. Appendix R – Example Builder’s Risk Certificate

Added Appendix R for Acord form example “Evidence of Commercial Property Insurance”, as referenced by Section 7.0.7.3.5.

H. Appendix S – Example Builder’s Risk Certificate

Mandatory Requirements for Acceptance:

Added requirement for calculations to be submitted in separate files organized by trade.

I. Errata, as follows:

Section	Erratum
General	Revised website link to EO-35.
General	Revised website link to EO-45.
5.5	Clarified waiver requests and code modification requests are to be emailed to the DEB Director at capout@dgs.virginia.gov
7.09	Revised hyperlink to DGS Debarment and Enjoinment Procedures for Construction (Revised: January 12, 2022)
Appendix J	Revised DCR to DHR (typo) for reference to 1998 memorandum regarding Historic Properties and the USBC
Appendix V	Deleted duplicate information included in Section 401.3.2.4.

III. Changes to CPSM Forms:

In addition to the Manual revisions, proper, related capital outlay and building official forms are updated on a continual basis as modifications are needed. The following forms have been revised (Rev. 02/22) and can be downloaded from the DGS Forms Center:

DGS-30-000		DEB Forms Master List
DGS-30-018	CO-3a	Terms and Conditions of the A/E Contract
DGS-30-054	CO-7	General Conditions of the Construction Contract
DGS-30-056	CO-7DB	General Conditions of the Design Build Contract
DGS-30-057	CO-7CM	General Conditions of the Construction Management Contract
DGS-30-064	CO-9	Construction Contract
DGS-30-065	CO-9DB	Design Build Contract
DGS-30-066	CO-9ESCO	ESCO Contract
DGS-30-199	CR-1	Project Planner
DGS-30-199	CR-1 Example	Project Planner - Example
DGS-30-456		CM @ Risk- Procurement Review Submittal
DGS-30-462	CO9-CM(2)	CM @ Risk - Contract - Part 2 (Construction Services)
DGS-30-463	CO9-CM(ER)	CM @ Risk - Contract - Early Work Package
DGS-30-466		Request for Qualifications - Construction Services
DGS-30-471		Design-Build - Procurement Review Submittal
DGS-30-540	CO-11.1 & CO-11.1a	Job Order - Change Order

A complete listing of the current revision of each form is provided on [Form DGS-30-000](#). Forms are available for download from the [DGS Forms Center](#).